

ADOPTED 2006 BUDGET**DEPT:** REGISTER OF DEEDS**UNIT NO.** 3400
FUND: General - 0001**OPERATING AUTHORITY & PURPOSE**

Pursuant to Sections 59.43, 69.22 and other pertinent sections of the Wisconsin Statutes, the Register of Deeds records, indexes and optically scans real estate documents, corporation papers and military discharges; records informal probate instruments; files and indexes financing statements;

maintains a motor vehicle lien index; files and indexes birth, marriage and death certificates; sells copies of the above described documents; collects the real estate transfer tax; and performs such other functions as provided by law.

BUDGET SUMMARY				
Account Summary	2004 Actual	2005 Budget	2006 Budget	2005/2006 Change
Personal Services	\$ 1,954,601	\$ 1,773,735	\$ 1,815,003	\$ 41,268
Employee Fringe Benefits	1,052,465	987,609	1,054,732	67,123
Services	206,575	233,579	302,587	69,008
Commodities	66,242	84,613	102,282	17,669
Other Charges	0	0	0	0
Debt & Depreciation	0	0	0	0
Capital Outlay	18,800	142,000	4,200	(137,800)
Capital Contra	0	0	0	0
County Service Charges	585,072	655,711	765,788	110,077
Abatements	(549,726)	(633,187)	(803,395)	(170,208)
Total Expenditures	\$ 3,334,029	\$ 3,244,060	\$ 3,241,197	\$ (2,863)
Direct Revenue	5,858,241	5,738,033	6,223,000	484,967
State & Federal Revenue	0	0	0	0
Indirect Revenue	0	0	0	0
Total Revenue	\$ 5,858,241	\$ 5,738,033	\$ 6,223,000	\$ 484,967
Direct Total Tax Levy	\$ (2,524,212)	\$ (2,493,973)	\$ (2,981,803)	\$ (487,830)

ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*				
Account Summary	2004 Actual	2005 Budget	2006 Budget	2005/2006 Change
Central Service Allocation	\$ 61,228	\$ 72,082	\$ 73,460	\$ 1,378
Courthouse Space Rental	332,592	314,039	328,239	14,200
Document Services	2,865	2,055	0	(2,055)
Tech Support & Infrastructure	47,362	73,712	104,582	30,870
Distribution Services	18,065	18,243	20,617	2,374
Emergency Mgmt Services	0	0	0	0
Telecommunications	6,331	3,617	4,838	1,221
Record Center	21,526	16,364	12,605	(3,759)
Radio	0	0	0	0
Computer Charges	11,361	32,618	51,441	18,823
Applications Charges	46,854	77,319	105,131	27,812
Total Charges	\$ 548,184	\$ 610,049	\$ 700,913	\$ 90,864
Direct Property Tax Levy	\$ (2,524,212)	\$ (2,493,973)	\$ (2,981,803)	\$ (487,830)
Total Property Tax Levy	\$ (1,976,028)	\$ (1,883,924)	\$ (2,280,890)	\$ (396,966)

* These costs are included in other departmental and non-departmental budgets. They are reflected here to show the "total" amount of tax levy support for this Department.

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PERSONNEL SUMMARY				
	2004 Actual	2005 Budget	2006 Budget	2005/2006 Change
Personal Services (w/o EFB)	\$ 1,954,601	\$ 1,773,735	\$ 1,815,003	\$ 41,268
Employee Fringe Benefits (EFB)	\$ 1,052,465	\$ 987,609	\$ 1,054,732	\$ 67,123
Position Equivalent (Funded)*	51.0	48.0	49.5	1.5
% of Gross Wages Funded	100	94.9	100	5.1
Overtime (Dollars)**	\$ 285,527	\$ 84,396	\$ 84,396	\$ 0
Overtime (Equivalent to Position)	8.0	2.4	2.4	0

* For 2004, the Position Equivalent is the budgeted amount.

** Delineated for information. (Also included in personal services.)

PERSONNEL CHANGES				
Job Title/Classification	Action	Number of Positions/ Total FTE	Division	Cost of Positions (Excluding Fringe Benefits)
Drafting Tech 3	Unfund	1/1.0	Tax Listing Services	\$ (37,834)
			TOTAL	\$ (37,834)

ORGANIZATIONAL COST SUMMARY					
DIVISION		2004 Actual	2005 Budget	2006 Budget	2005/2006 Changes
Administration	Expenditure	\$ 773,411	\$ 763,356	\$ 902,490	\$ 139,125
	Abatement	(\$236,118)	(\$291,991)	408,023	(116,032)
	Revenue	\$ 231	\$ 0	\$ 0	\$ 0
	Tax Levy	\$ 497,062	\$ 471,365	\$ 494,467	\$ 23,102
Cashier Services	Expenditure	\$ 550,245	\$ 562,263	\$ 561,651	\$ (612)
	Abatement	(\$27,711)	(\$26,108)	27,088	(980)
	Revenue	\$ 60	\$ 0	\$ 0	\$ 0
	Tax Levy	\$ 522,474	\$ 536,155	\$ 534,563	\$ (1,592)
Real Estate Services	Expenditure	\$ 1,653,632	\$ 1,670,970	\$ 1,621,619	\$ (49,351)
	Abatement	(\$175,681)	(\$202,239)	171,365	\$30,874
	Revenue	\$5,326,119	\$5,188,933	5,742,000	553,067
	Tax Levy	\$ (\$3,848,168)	\$ (\$3,720,202)	\$ 4,291,746	\$ (571,544)
Vital/ Statistics/ Identification	Expenditure	\$ 531,235	\$ 532,521	\$ 568,593	\$ 36,072
	Abatement	(\$76,007)	(\$68,771)	75,059	(6,288)
	Revenue	\$444,996	\$451,100	\$461,000	9,900
	Tax Levy	\$ 10,232	\$ 12,650	\$ 32,534	\$ 19,884
Tax Listing Services	Expenditure	\$ 415,232	\$ 348,137	\$ 390,239	\$ 42,102
	Abatement	(\$34,209)	(\$44,078)	121,860	(77,782)
	Revenue	\$86,835	\$98,000	\$20,000	(\$78,000)
	Tax Levy	\$ 294,188	\$ 206,059	\$ 248,379	\$ 42,320

MISSION

The Milwaukee County Register of Deeds Office provides timely, secure, accurate, archival, accessible and cost-effective record systems and

services that are delivered in a prompt and courteous manner.

ADOPTED 2006 BUDGET

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DEPARTMENT DESCRIPTION

The **Administration** Division directs the activities of the Department in its recording, filing and sale of official documents, deeds and certificates; prepares the departmental budget and maintains budgetary controls; presents departmental recommendations to the Judiciary, Safety and General Services Committee of the County Board; analyzes and reports on legislation affecting the Register of Deeds function in Milwaukee County; performs all departmental business functions such as reconciliation of all revenue and statistical reports, all personnel functions, preparation and processing of requisitions, work authorizations, expenditure/revenue transaction forms, receipt and dispersal of office supplies and inventory control; and maintains and controls escrow funds. This division includes the Register of Deeds, Deputy Register of Deeds, one Administrative Specialist and one Fiscal Assistant 2.

The **Cashier Services** Division receives all monies required by the Department, determines the recordability and records all documents according to State Statutes. This Division includes one Clerical Assistant 2, one Clerical Specialist (Register of Deeds), five Fiscal Assistant 1 and one Fiscal Assistant 2 positions.

The primary responsibility of the **Real Estate Services** Division is to comply with State Statutes regarding the indexing and optical scanning of all public real estate indices. The duties include optical imaging all documents, maintaining the automated real estate tract index, maintaining indices for motor vehicle liens, financing instruments, and military discharges; and validating Department of Commerce weatherization stipulations and waivers. This division includes two Administrative Assistants, one Clerical Specialist (Register of Deeds) and 19 clerical support positions.

The **Vital Statistics** Division (formerly the Vital Statistics/Identification Services Division) maintains files on birth, death and marriage records and change of name orders according to State Statute. Records are updated and changed due to legitimization and adoption. Certified copies of these documents are sold to the general public. This division also conducts genealogical research. Issuance of County and senior citizen identification cards was discontinued as of July 1, 2003 in response to an analysis by the Milwaukee County Department of Audit. This Division includes one Administrative Assistant, one Clerical Assistant 2 and six Clerical Assistant 1 positions.

The **Tax Listing Services** Division reviews tax descriptions, assigns new tax key numbers due to real estate boundary changes, maintains plat books and property records, assists in preparation of petitions for foreclosure action and provides copies of real estate document recordings to local assessors. This division includes one Administrative Specialist (Register of Deeds), one Drafting Technician 3 and three Clerical Specialist (Register of Deeds) positions. One position of Geographic Information Technician (funded by Milwaukee County Automated Mapping and Land Information System (MCAMLIS) – Org. Unit 1923) is also located in this division.

BUDGET HIGHLIGHTS

- Personal services expenditures without fringe benefits increase by \$41,268 from \$1,773,735 to \$1,815,003. Funded positions increase by 1.5 from 48 to 49.5. The addition of positions is the result of eliminating a lump sum adjustment.
- In the Tax Listing services division, one drafting technician three position, normally funded through MCAMLIS is unfunded in 2006. Personal services and revenue for this position have been adjusted accordingly.
- Departmental revenues are projected to experience a net increase of \$484,967, from \$5,938,033 to \$6,223,000. Due to expenditure reductions, net return to the County increases to \$2,981,803.
- Per approval by the MCAMLIS Board, \$103,594 will be crosscharged from MCAMLIS to IMSD to support one Application Support Specialist 3, Step 5 to help the office develop and maintain a computerized indexing of land records and make this information available on the World Wide Web. This arrangement will not affect the Register of Deeds budget.
- General Recording Fee Revenue increases \$58,777, from \$2,541,223 to \$2,600,000, based on experience. Recordings of official documents in 2006 are anticipated to be 216,000. Recording fees are charged on a per page basis at \$11 for the first page and \$2 per page thereafter.
- Real Estate Transfer Fee Revenue increases by \$610,000, from \$2,220,000 to \$2,830,000.

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- An appropriation of \$10,000 is requested to purchase minor office equipment, including copiers and filing cabinets, in the office of vital statistics (low org 3450).
- All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severally liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."

REGISTER OF DEEDS FEE SCHEDULE		
Description	Statutory Authority or Ordinance	Fee
Real Estate Search	Ordinance 56.28	\$10.00
Certification Sheriff Sale	State Statute 59.43(2)	11.00*
BUCC Documents	State Statute 59.43(2)	11.00****
Corporate Name	State Statute 59.43(2)	11.00*
Execution	State Statute 59.43(2)	11.00*
Guardianship	State Statute 59.43(2)	11.00*
Rents/Weatherization	State Statute 101.122	10.00
LisPendens	State Statute 59.43(2)	11.00*
General Recording Fees	State Statute 59.43(2)	11.00*
Digital Images (fee per image)	State Statute 59.43(2c)	.04
Vital Statistics Court Order	State Statute 59.43(2)	11.00*
Vacation & Plats	State Statute 59.43(2)	11.00*
Birth/Vital Statistics	State Statute 69.22	12.00**
Vital Statistics – Duplicate Copies	State Statute 69.22	3.00
Certification Filings/Recording Fees	State Statute 59.43(2)	1.00
Other Fees (Vital Check)	State Statute 69.22	8.00
Death/Marriage/Vital Statistics	State Statute 69.22	7.00
Copy Fees	State Statute 59.43(2)	2.00
Real Estate Transfer (Per \$100)	State Statute 77.22	0.30***
Tax Listing Fees (Per Document)	Ordinance 88.473	1.20
Other Service Fees (Vital Statistics)	State Statute 69.22	7.00
Subdivision Plats	State Statute 59.43(2)	50.00
Termination of Joint Tenancy	State Statute 59.43(2)	25.00

* Of the \$11.00 Fee, Milwaukee County realizes \$4.00 of revenue.

** Of the \$12.00 Birth Record Fee, Milwaukee County realizes \$5.00 of revenue.

*** Of this fee, Milwaukee County retains 20% or \$0.06 per \$100.

**** Of the \$11.00 Universal Commercial Code Fee, Milwaukee County realizes \$10.00 of revenue.

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RECORDINGS HISTORICAL		
<u>Year</u>	<u>Total Recordings</u>	<u>Recordings per Day</u>
2000	151,693	597
2001	186,710	746
2002	226,057	887
2003	291,021	1,141
2004	212,273	832

NUMBER OF RECORDINGS PER DAY			
<u>Month</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>
January	1,025	663	1,155
February	1,126	743	884
March	1,004	655	760
April	1,307	854	903
May	1,159	1,021	823

ACTIVITY AND STATISTICAL SUMMARY				
	<u>2004 Budget</u>	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Budget</u>
Recording	200,000	291,021	200,000	216,000
Chattels/General Filings*	1,300	1,585	1,300	0
Vital Statistics Placed on File	35,000	33,001	35,000	35,000
Certified Copies - Birth, Death, Marriage	95,000	91,806	95,000	95,000
Transfer Tax	19,000	22,224	19,000	20,000
Vital Statistics Corrections - No Fee	16,000	12,484	16,000	15,000
Vital Statistics Certifications - No Fee (VA)	400	213	400	300
Termination of Joint Tenancy	2,000	1,970	2,000	2,000
Genealogy Services	6,000	4,269	5,000	5,000
Real Estate Searches**	1,400	713	1,200	800
Marriage Registrations	6,000	4,828	6,000	5,000
DILHR Validation	1,500	2,029	1,500	1,600

* Due to Change in State Law requiring that Commercial filings be filed directly with the State instead of the County Register of Deeds.

** Due to internet accessibility searches have decreased.